



Classification: Energy Commission Supervisor II (EFF)	Position No. 5800-4940-001
CBID: S10	Office: Energy Efficiency Research
Date Prepared: March, 2012	Division: Energy Research and Development
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

Under the general direction of the Office Manager for the Energy Efficiency Research Office, the incumbent will supervise the Energy Efficiency Research Offices' Buildings and Industrial, Agriculture, and Water program staff. The office funds research, development and demonstration (RD&D) projects to advance science and technologies not adequately provided by the regulated and competitive markets. The incumbent is knowledgeable in advanced energy efficiency technologies and/or competitive energy markets; participates in RD&D program planning and implementation; supervises and provides leadership to interdisciplinary staff that performs responsible, complex and difficult technology, economic and/or market analyses to support public interest energy RD&D; and consults with experts in the field.

WORKING CONDITIONS

The work is performed in an indoor office and meeting room setting involving sitting, standing, and walking. Travel is required to attend workshops, hearings and meetings. Additional hours beyond an eight-hour workday or forty-hour workweek may be required. While performing the duties described below, the incumbent will be required to work alone and/or in a team environment, using a personal computer and appropriate Energy Commission software such as word processing, electronic mail and Internet; participate in and lead meetings with other staff and with other agencies and stakeholders.

DUTIES AND RESPONSIBILITIES:

- 60% Supervises the Energy Efficiency Research Offices' Buildings and Industrial, Agriculture, and Water program staff and performs the following:
- ☐ Plans and directs the work of staff;
 - ☐ Evaluates daily workload and prioritizes work including the work of team members and contractors;
 - ☐ Prepares, reviews and approves probation reports and annual performance appraisals;
 - ☐ Communicates with staff through routine meetings;
 - ☐ Interviews and hires staff;
 - ☐ Prepares, reviews and approves promotions and other significant personnel actions;
 - ☐ Prepares and reports on budgets and workplans;
 - ☐ Implements mechanisms to meet workplan and state energy policy objectives
 - ☐ Reviews all staff work, and maintains quality control of program products;
 - ☐ Prepares quality reports for expert and layperson readers and meets with the Office Manager as often as necessary to review the status of the section and resolve issues; and,



- ☐ Makes recommendations to the Office Manager, Division management, Executive Office, and Commission Policy Committees. (E)

- 25% Consult with the Office Manager, Division management, program-level leads, and Commissioners to plan the overall section goals and objectives; define workload requirements, schedules, and resource needs; and determine assignments and identify specific staff. (E)
- 5% Consult with stakeholders including representatives from government and private RD&D organizations and utilities, and technical experts to identify RD&D opportunities of alternative and advanced energy, energy efficiency and demand response systems or technologies in California; and define, develop and implement projects that provide significant public benefits to California and meet the policy and technical objectives of the PIER program. (M)
- 5% Make presentations at workshops and conferences and provide expert testimony at hearings sponsored by the Energy Commission, Public Utilities Commission and other agencies. (M)
- 5% Other duties as required consistent with the specifications of this classification. (M)

SIGNATURES	
I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position	
<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="display: flex; justify-content: space-between;"> Incumbent Date </div> <div style="display: flex; justify-content: space-between;"> Energy Commission Supervisor II (EFF) </div>	<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="display: flex; justify-content: space-between;"> Virginia Lew Date </div> <div style="display: flex; justify-content: space-between;"> Office Manager II </div>